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1 8 FEB 1983

MEMORANDUM FOR THE RECORD

FROM:

Chief, Headquarters Security Branch

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SUBJECT: 11 February 1983 Snow Emergency Reevaluation

1. Following is a chronology of the events leading to the 11 February 1983 snow emergency and Headquarters Security Branch's actions during the emergency.

Time	Event
Thursday February 10, 1983	
2200 hours	Snow was observed to be accumulating at Agency Facilities.
Friday February 11, 1983	
0001 hours	Security Duty Office contacted the Logistics Services Division Duty Officer and advised him of the snow accumulations. LSD Officer stated that he would begin calling in snow removal crews.
0015 - 0200 hours	Security Duty Officers made a mobile inspection of various Agency buildings observing that the snow had accumulated approximately 2 inches.
0200 hours	Security Duty Officers visited motor pool and requested the snow emergency crew to begin snow removal operations.

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Time	Event
0500 hours	Snow had accumulated to approximately 6 inches. SDO called DDI Watch Office and the Secret Service Duty Office to determine if they had received any word as to Federal Employee work requirements. Secret Service advised that Office of Personnel Management was scheduled to issue instructions regarding this matter at 0600 hours.
0605 hours	SDO contacted the Secret Service and learned that OPM had declared liberal leave policy for government employees.
0605 - 0900 hours	SDO received numerous calls from Agency employees requesting the status of: <ul style="list-style-type: none"> . employee work schedule . training course schedules . shuttle bus service . transportation 25X1 and courses . polygraph schedules . medical schedules . EOD processing schedule
0900 - 1015 hours	SDO received numerous calls regarding status of: <ul style="list-style-type: none"> . Agency closing . road conditions
1015 hours	SDO received word that Agency Employees were being dismissed. This was confirmed by a call to the DDA's Office.
1015 - 1500 hours	SDO received numerous inquiries regarding: <ul style="list-style-type: none"> . road and traffic conditions . shuttle bus services . cafeteria service . availability of vehicles to transport employees home

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Time	Event
1100-1200 hours	Logistics Services Division advised that GSI had prepared a limited amount of food in the cafeteria and that emergency provisions, cots, pillows, blankets and c-rations were available in BF-14. Keys were left with the SDO.
1500 - 1700 hours	An inspection was made of the cafeteria and <u>it was determined</u> that there was _____ prepared food for only about 30 persons. DDI Watch Office, Cable Secretariat and COMMO Watch Office were advised of the limited food supplies and gained their cooperation in utilizing this food as a last resort the following day.
1600 hours	DCI Security Staff borrowed SDO's one 4 wheel drive vehicle to transport the DCI to his residence. It should be noted that this vehicle malfunctioned enroute from the DCI residence to Headquarters and was unavailable to the SDO during the remainder of the emergency.
1710 hours	The motor pool loaned SDO a replacement 4 wheel vehicle. It was utilized by the SDO to transport stranded personnel and pickup essential SDO personnel.
1730 - 2000 hours	Members of HSB picked up emergency supplies, cots, blankets, pillows and c-rations from Logistics supply room in the basement and brought them to the SDO area.
1900 - 2000 hours	Emergency supplies were distributed to all individuals who requested same. There were numerous requests that could not be filled when the supplies were exhausted.
1930 hours	A portion of cafeteria food was provided to the motor pool snow emergency employees.

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Time	Event
1800 - 0100 hours (Sat. morning)	The SDO coordinated the transporting of VIPs and other stranded employees to their residences. This was done through the cooperation of the motor pool which provided one 4 wheel drive vehicle with driver and by an SDO who used the previously loaned 4 wheel drive vehicle.
2200 - 2300 hours	2 members of HSB surveyed Headquarters Building to ascertain if those spending the night had any critical needs. From this survey it was estimated that between 350 & 400 persons spent the night at Headquarters. No critical needs were surfaced. 3 un-cleared persons spent the night in the receptionist area on the 1st floor along with several other Agency employees from other locations.
Saturday 12 February 1983	
0001 hours	Chief, HSB after surveying all available food in the cafeteria instructed the Security Duty Officers that this should be used as a last resort upon the request of those 24 hour offices who indicated a critical need.
0700 - 1100 hours	The SDO received several inquiries as to road conditions and the availability of help to assist in digging cars out of the snow. Employees were advised that the only help would be out of the generosity of the snow removal crews that were working on the compound.
1000 - 1200 hours	The motor pool and the FPOs were provided a limited amount of food from the cafeteria. The SDO received no requests from other 24 hour Offices.

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Time

Event

1200 hours
to
0600 hours
(14 February 1983)

During the rest of the weekend there were no requests to access the cafeteria and no further inquiries from stranded employees. Activities returned to that of a normal weekend. Snow removal crews worked all weekend.

Monday
14 February 1983

0600 - 0900 hours

SDO again received numerous calls from employees regarding the status of:

- . employee work schedule
- . training course schedules
- . shuttle bus service
- . transportation 25X1
and courses
- . polygraph schedules
- . medical schedules
- . EOD processing schedule

We experienced a shortage of Federal Protective Officers and had to close several posts.

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OBSERVED PROBLEM AREAS

- . Shortage of 4 Wheel drive vehicles
- . Shortage of Emergency supplies
- . Absence of official emergency information e.g.
 - . status of employee work schedules
 - . security processing status of
 - . training, personnel and other meeting schedules
- . Shortage of essential manpower

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Recommendations

. Shortage of 4 wheel drive vehicles

It is recommended that a sufficient number of 4 wheel drive vehicles be procured to support essential Agency operations. A preassigned number of these vehicles should be made available to the essential 24 hour offices to be used by them to pick up and return their essential personnel,

The motor pool should also have available an adequate supply of additional 4 wheel drive vehicles and drivers to support other essential CIA operations.

The Office of Security has a requirement for four 4 wheel drive vehicles that would be used to the following:

- 1 - DCI Security Staff
- 2 - Security Duty Office
- 1 - Headquarters Federal Protective Office

. Shortage of Emergency supplies

Headquarters Building should have available emergency supplies, cots, blankets, pillows and emergency food stuffs to include water to accommodate 500 persons. These emergency supplies should be in good condition. The food rations should be such that they need no additives or special preparation. Each outlying Agency Building should also have a supply of similar emergency supplies to accommodate approximately 50 persons.

. Absence of official emergency related information

It is essential that either one DDA representative or a designated representative from each Office be delegated the responsibility to determine the status of various Agency support functions and to pass this information on at the earliest time to the Security Duty Office.

. Shortage of essential manpower

The Office of Logistics should have designated an emergency team which in addition to handling snow removal and personnel transporting functions can also provide other essential logistical support such as disbursing of emergency supplies, operating the cafeteria, and providing essential maintenance of emergency power, lighting, etc. These persons should be picked up by the motor pool if stranded.

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